

# Attaching Sources to FamilySearch Family Tree

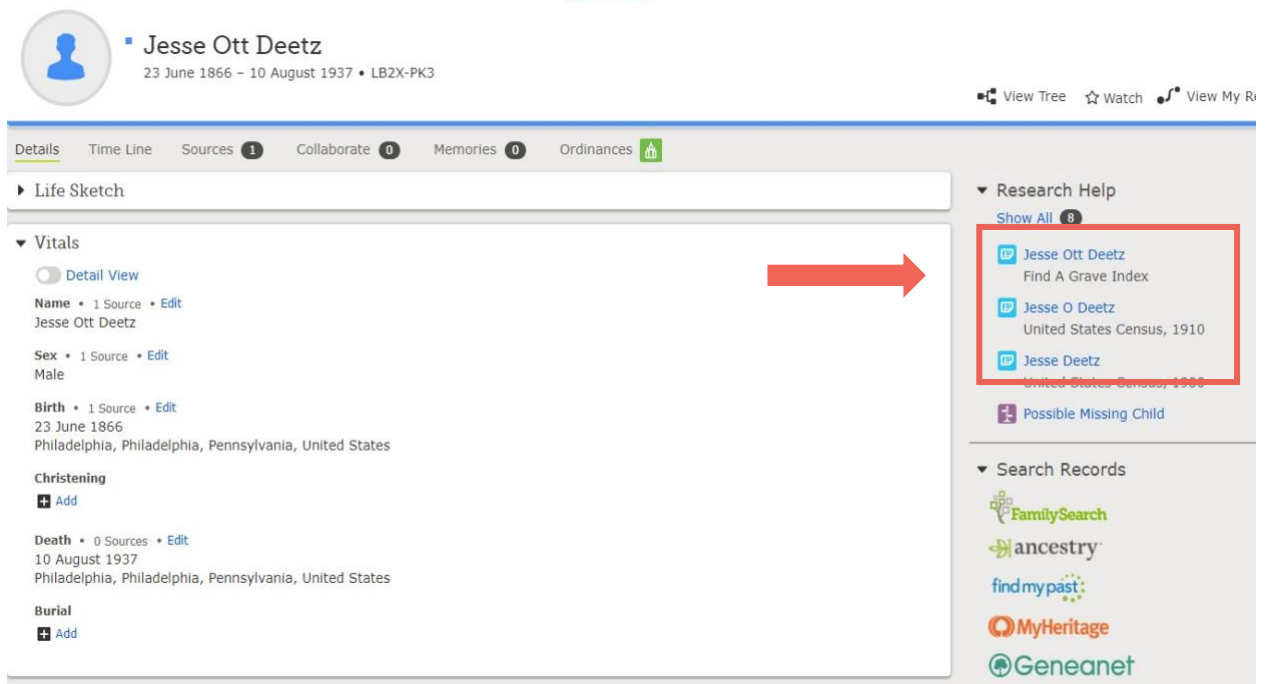
## Attaching FamilySearch Sources to Your Tree

You can attach records to an ancestor's **Details** page in FamilySearch Family Tree using the **Source Linker** (a tool that attaches records found in indexed FamilySearch collections). The right column of your ancestor's **Details** page in Family Tree contains two options for location records:

1. **Research Help**
2. **Search Records**

Selected records from either option will need to be examined, and, if applicable, added as **Sources** to Family Tree.

### Record Hints under Research Help



**Record Hints** contain records found by FamilySearch algorithms based on matching data. They are indicated by a blue icon under Research Help.

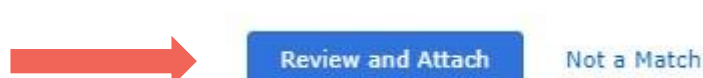
If a record appears in **RECORD HINTS**, examine it by clicking on the person's name above the record title or the **blue** Record Hints box.

An abstract window appears. This is what the indexers took from the image (in this case a census).

Record Hints	
<b>Jesse Ott Deetz</b>	
Jesse Deetz	
United States Census, 1900	
Name:	Jesse Deetz
Event Type:	Census
Event Date:	1900 • Edit
Event Year:	1900
Event Place:	Philadelphia city Ward 38, Philadelphia, Pennsylvania, United States • Edit
Event Place (Original):	ED 967 Philadelphia city Ward 38, Philadelphia, Pennsylvania, United States
Gender:	Male
Age:	34
Marital Status:	Married
Race:	White
Race (Original):	W
Birth Date:	Jun 1866
Birthplace:	Pennsylvania
Father's Birthplace:	Pennsylvania
Mother's Birthplace:	Pennsylvania
Relationship to Head of Household:	Son-in-law
Relationship to Head of Household (Original):	Son In Law
Sheet Letter:	A
Sheet Number:	4
Digital Folder Number:	004115220
Record Number:	14364

Record Number:		14364			
Household	Role	Sex	Age	Birthplace	
<a href="#">George Howarth</a>	Head	Male	60	England	
<a href="#">Sarah Howarth</a>	Wife	Female	57	Germany	
<a href="#">Lotta D Deetz</a>	Daughter	Female	31	Pennsylvania	
<b>Jesse Deetz</b>	Son-in-law	Male	34	Pennsylvania	
<a href="#">Georgeanna Howarth</a>	Daughter	Female	18	Pennsylvania	
<a href="#">Marion H Deetz</a>	Granddaughter	Female	3	Pennsylvania	
<a href="#">Nannie Thomas</a>	Servant	Female	25	Virginia	

If this record **is** about the person you are researching, click on [Review and Attach](#) to open the **Source Linker** as shown below.



Do NOT mark “Not a Match” if the record is a duplicate, and it IS a match! (Some re-filmed, re-worked, or re-indexed records may appear from time to time).

Below you can see how the image appears in the **Source Linker**.

The **Left** column is what appears in the Historical Record (in this case a census).

The **Right** column is the information about the family in Family Tree.

## Historical Record

## Family in Family Tree

Attach Historical Records to Family Tree

United States Census, 1900  
Jesse Deetz  
View: [Record](#) | [Image](#)

Parents on Record ( 0 ) [Open](#) Parents from Family Tree ( 2 ) [Open](#)

Person of Record and Spouse [Change](#) Selected Person and Spouse [Change](#) [Close](#)

**Jesse Deetz** (Son-in-law)  
1866 -

Name  
Jesse Deetz

Sex  
Male

Birth  
Jun 1866  
Pennsylvania

Residence  
1900  
Philadelphia city Ward 38, Philadelphia, Pennsylvania, United States

[+ Add](#)

**Jesse Ott Deetz** (Head)  
1866-1937 • LB2X-PK3

Name  
Jesse Ott Deetz

Sex  
Male

Birth  
23 June 1866  
Philadelphia, Philadelphia, Pennsylvania, United States

Residence  
1920  
Philadelphia Ward 42, Philadelphia, Pennsylvania, United States

☒ Tag Events

☒ Name ☒ Sex

☒ Birth

☐ Add Source to Source Box

Reason to Attach Source

[Attach](#) [Not a Match](#) [Cancel](#)

**Lotta D Deetz** (Daughter)  
1869 -

[Compare](#)

**Lotta Howarth** (Wife)  
1869-Deceased • G9G2-5N3

Marriage  
14 November 1895  
Philadelphia, Pennsylvania, United States

Children on Record ( 0 ) [Open](#) Children from Family Tree ( 1 ) [Open](#)

Siblings on Record ( 0 ) [Open](#) Siblings from Family Tree ( 1 ) [Open](#)

Other on Record ( 5 ) [Close](#) Other from Family Tree ( 0 ) [Close](#)

**George Howarth** (Head)  
1840 -

**Sarah Howarth** (Wife)  
1843 -

**Georgeanna Howarth** (Daughter)  
1882 -

**Marion H Deetz** (Granddaughter)  
1897 -

Compare the historical record with what is in Family Tree. Add information, such as residence, as needed by clicking [Add](#).

If a person is listed in the Historical Record, but is not in the Family Tree, you can add them to the tree from this screen. The software will search for that person in the database. If found, they can be linked to the family in the Family Tree.

If the person is not found in the database, they can be added. The system takes you through a process to add a new person. Be sure to mark them deceased or no one else will be able to see them. If the person is still living, you may add them, but only you will be able to see them. This is a safeguard to respect the privacy of living people.

Person of Record and Spouse	Change	Selected Person and Spouse	Change
<b>Edgar Gilpin (Head)</b> 1897 -  Name Edgar Gilpin  Sex Male  Birth 1897 Pennsylvania  Residence 1930 Winton, Lackawanna, Pennsylvania, United States		<b>Guy Edgar Gilpin</b> 1897-1972 • 9VT7-L19  Name Guy Edgar Gilpin  Sex Male  Birth 22 JUN 1897 of Sterling, Wayne, Pennsylvania  Residence 1900 Sterling, Wayne, Pennsylvania, United States	Close
<input checked="" type="checkbox"/> Tag Events <input checked="" type="checkbox"/> Name <input checked="" type="checkbox"/> Sex <input checked="" type="checkbox"/> Birth <input type="checkbox"/> Add Source to Source Box		Reason to Attach Source <div style="border: 1px solid black; height: 40px;"></div>	
		<div>Attach    Not a Match    Cancel</div>	
<b>Julia Gilpin (Wife)</b> 1899 -	Compare	<b>Julia Krisovitch (Wife)</b> 1899-1964 • LCTV-KDH	Details
Children on Record ( 5 )		Children from Family Tree ( 3 )	
<b>Ethel Gilpin (Daughter)</b> 1919 -	Compare	<b>Ethel Margaret Gilpin (Daughter)</b> 1919-2002 • LVCY-X7X	Details
<b>William Gilpin (Son)</b> 1921 -	Add		Details
<b>Viola Gilpin (Daughter)</b>			Details

When you have determined that the historical record belongs to your ancestor, then...

- Enter a **"Reason to Attach Source"** statement
- Check or uncheck **"Tag Events"**
- Check or uncheck **"Add Source to Source Box"**
- To attach this historical record as a source, click **Attach**

The record is now attached as a source on your ancestor's details page.

If there are additional people on the record (such as family members on a census) you can add them to the Family Tree and/or attach the record to their page from this same screen by clicking **"Compare"** or **"Add."**

If the source contains additional information about other people, you may want to add it to your **Source Box**. This also allows it to be attached to other people easily.

## Source Box

Your Source Box lets you reuse sources instead of retyping them each time. To view your Source Box, click your name in the upper right corner, and from the drop-down menu, click **Source Box**.

How to attach a source from the **Source Box** to a person's page:

- While signed into FamilySearch, click **Family Tree**.
- Navigate to the Person Details page for your ancestor.
- Click the **Sources** tab.

4. Click the **Add Source** button and then **Attach from Source Box**.
5. To the right of the source, click **Attach**. (If the source is attached to a person, it shows a paper clip icon instead of the word “**Attach**.”)
6. Explain your reason for attaching it.
7. Click **Attach**.

## Tagging Sources

In Family Tree, you can **tag** a source to show that it supports a specific piece of vital information about a person. For example, you can tag a birth record to show that it provides evidence for a person’s name, sex, and birth.

Steps to tag a source:

1. While signed into FamilySearch.org, navigate to the Person page where the source appears.
2. Click the **Sources** tab to view all sources.
3. Click the title of the source.
4. Click **Tag**. A list of available tags appears.
5. Click the **check box** next to each tag that you would like to remove.
6. Click **Tag**.

Tags can also be edited from the **Details** tab on a person page. In the **Vitals** section, click **Edit** next to the item you want to tag. Click **Tag** on the upper right to tag or untag sources.

## Search Records

To find additional records which may pertain to your ancestor, click on the **FamilySearch** logo in the box in the **Search Records** area on the right side of the person screen.

There are five other websites listed under **Search Records**. These are FamilySearch partners and can be helpful in searching for records about your ancestors. Four of the sites require a subscription. One of the sites is free to use.

Clicking on the **FamilySearch** logo found on every person page, in the **Search Records** box, generates additional records which may pertain to your ancestor. The computer automates the search criteria (such as name, place, and date range) and auto fills



the fields, based on the information already in the person's details. The search criteria on the left side of the screen can be edited.

**Refine your search: Deceased Ancestor's Information**

First Name:  ☐

Last Name:  ☐

**Search with a life event:**

Birthplace:  ☐

Birth Year (Range):  -

Marriage Place:  ☐

Marriage Year (Range):  -

Residence:  ☐

Death Place:  ☐

Death Year (Range):  -

Any:

**Search with a relationship:**

Spouse:

Father:

Mother:

Other Person:

**Search Results from Historical Records** Filter by collections

20 of 407 Results for Name: **Jesse Ott Deetz** Birthplace: **"Pennsylvania, United States"** Birth Year (Range): **1864 - 1868** Marriage place: **"Pennsylvania, United States"** Marriage Year (Range): **1893 - 1897** Death place: **"Pennsylvania, United States"** Death Year (Range): **1935 - 1939**

Number of results to show:

Name	Events	Relationships	View
Jesse Ott Deetz Principal Find A Grave Index	birth: 23 June 1866 death: 10 August 1937 burial: Bala Cynwyd, Montgomery, Pennsylvania, United States of America		
Jesse Ott Deetz Groom Pennsylvania, Philadelphia Marriage Indexes, 1885-1951	marriage: 1895 Philadelphia, Pennsylvania, United States	spouse: Howarth	
Jesse O Deetz Head United States Census, 1920	birth: 1867 Pennsylvania residence: 1920 Philadelphia Ward 42, Philadelphia, Pennsylvania, United States	spouse: Lotta Deetz children: Marion H Deetz	
Jesse Deetz Son-in-law United States Census, 1900	birth: June 1866 Pennsylvania residence: 1900 Philadelphia city Ward 38, Philadelphia, Pennsylvania, United States	spouse: Lotta D Deetz other: George Howarth, Sarah Howarth, Georganna Howarth, Marion H Deetz, Nannie Thomas	
Jesse S. Dates or Deats Groom Pennsylvania, County Marriages, 1885-1950	marriage: 14 May 1896 Northampton, Pennsylvania, United States	spouse: Mary Baier	
Jesse Deetz Son United States Census, 1880	birth: 1866 Pennsylvania, United States residence: 1880 Sellersville, Bucks, Pennsylvania, United States	mother: Emma Deetz other: Edwin Lester	
Jesse L Deeds Father Pennsylvania, Philadelphia City Births, 1860-1906	birth: Philade	spouse: Minam Adams children: Mary Katherine Deeds	
Jessie Deats Son	birth: 1868 Pennsylvania, United States residence: 1880 Park St Towash, Michigan, United States	father: Grantam Deats mother: Thurna Deats	

The search results are then displayed.

Records	Collections
<b>Search Results from Historical Records</b> 1-20 of 78 results for Name: <b>Guy Edgar Gilpin</b> , Event: <b>Birth</b> , Place: <b>of Sterling, Wayne, Pennsylvania</b> , Event Range: <b>1895-1899</b> Number of results to show: <input type="text" value="20"/> <input type="text" value="50"/> <input type="text" value="75"/> <span>Export Results 1-20</span>	
<b>G Edgar Gilpin</b> Son United States Census, 1900	birth: June 1897 Pennsylvania residence: 1900 Lehigh & Sterling Townships, Wayne, Pennsylvania, United States father: William J Gilpin mother: Jennie S Gilpin other: Ernest G Gilpin, Albert R Gilpin, Aleda M Gilpin, Claud G Bortree, Beatrice O Bortree spouse: Julia Gilpin children: William Gilpin, Viola Gilpin, Edward Gilpin, Norman Gilpin, Jean Gilpin, Shirley Gilpin
<b>Edgar G Gilpin</b> Head United States Census, 1940	birth: 1898 Pennsylvania residence: 1940 Salem Township, Wayne, Pennsylvania, United States spouse: Julia Gilpin children: William Gilpin, Viola Gilpin, Edward Gilpin, Norman Gilpin, Jean Gilpin, Shirley Gilpin
<b>Edgar Gilpin</b> Head United States Census, 1930	birth: 1897 Pennsylvania residence: 1930 Winton, Lackawanna, Pennsylvania, United States spouse: Julia Gilpin children: Ethel Gilpin, William Gilpin, Viola Gilpin, Edward Gilpin, Norman Gilpin

**G Edgar Gilpin**  
Son  
United States Census, 1900

**Edgar G Gilpin**  
Head  
United States Census, 1940

**Edgar Gilpin**  
Head  
United States Census, 1930

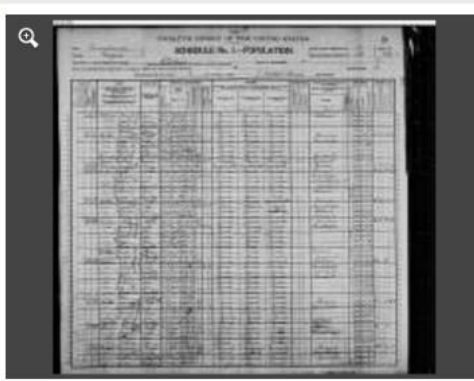
To determine if this record belongs to your ancestor, click the **blue name** above the collection title to view the indexed record. ALWAYS look at the actual image of the document when it is available.



The next window is the indexed record. You will see one of the following screens:

1. Index only ("No image available")
2. Index with image ("View the original document")
3. Index with **Browse the film** to find the image. GS Film # reference (which means there is an image on film in the Family History Library)

**You will want to examine and attach the original image whenever possible!!!**



View the original document. The original may contain more information than was indexed.

**G Edgar Gilpin**  
United States Census, 1900

Name	G Edgar Gilpin
Event Type	Census
Event Year	1900
Event Place	Lehigh & Sterling Townships, Wayne, Pennsylvania, United States
Gender	Male
Age	3
Marital Status	Single
Race	White
Race (Original)	W
Relationship to Head of Household	Son
Relationship to Head of Household (Original)	Son
Birth Date	Jun 1897
Birthplace	Pennsylvania
Father's Birthplace	Pennsylvania
Mother's Birthplace	Pennsylvania

Household	Role	Sex	Age	Birthplace
<a href="#">William J Gilpin</a>	Head	M	46	Pennsylvania
<a href="#">Jennie S Gilpin</a>	Wife	F	43	Pennsylvania
<a href="#">Ernest G Gilpin</a>	Son	M	8	Pennsylvania
<a href="#">Albert R Gilpin</a>	Son	M	7	Pennsylvania
<b>G Edgar Gilpin</b>	Son	M	3	Pennsylvania
<a href="#">Aleda M Gilpin</a>	Daughter	F	1	Pennsylvania
<a href="#">Claud G Bortree</a>	Stepson	M	19	Pennsylvania
<a href="#">Beatrice O Bortree</a>	Stepdaughter	F	16	Pennsylvania

**United States Census, 1900**

District	119
Sheet Number and Letter	8B
Household ID	149
Line Number	76
Affiliate Name	The U.S. National Archives and Records Administration (NARA)
Affiliate Publication Number	T623
GS Film Number	<a href="#">1241495</a>
Digital Folder Number	<a href="#">004115242</a>
Image Number	00405

## Similar Historical Records

These are additional records that FamilySearch has found which may apply to your ancestor. Click the **blue** names to open the record. Click on the small tree icon to see who the record is attached to.

**Tip:** Occasionally the source reference information is hidden under a dropdown arrow. To view the reference information such as the film, page, or image number and certificate ID, click on the dropdown arrow below the information circle.

View the original document. The original may contain more information than was indexed.

Record Collection:  
United States Census, 1910

Document Information:

**Similar Historical Records**

[G Edgar Gilpin](#)  
United States Census, 1900

[Edgar Gilpin](#)  
Pennsylvania Births and Christenings, 1709-1950

[Edgar Gilpin](#)  
BillionGraves Index

[Edgar Gilpin](#)  
Find A Grave Index

**Jesse O Deetz**  
United States Census, 1920

Attached to: Jesse Ott Deetz 1866-1937 • LB2X-PK3

Name:	Jesse O Deetz • <a href="#">Edit</a>
Event Type:	Census
Event Date:	1920 • <a href="#">Edit</a>
Event Place:	Philadelphia Ward 4 Pennsylvania, United States • <a href="#">Edit</a>
Event Place (Original):	Philadelphia Ward 4 Pennsylvania, United States
Gender:	Male
Age:	53
Marital Status:	Married
Race:	White
Race (Original):	White
Can Read:	Yes
Can Write:	Yes
Own or Rent:	Own
Birth Year (Estimated):	1867

[View the original document](#). The original may contain additional information.

The **tools** menu provides several options for using the source.

If the record has already been attached, click [Review Attachments](#) to verify everyone listed has the record attached.

To attach a record, click on [Review and Attach Record](#)

Add any additional deceased people in the record who are not found in Family Tree.

If a GS film number is listed in the index, you can access that film either in a digital format or from the Family History Library. It can be searched, and the image saved as a new source and/or memory. (See more information below to learn how to create a source.)

Before you leave Family Tree, go back to your ancestor's Details page and check that the source has been attached. You may have to refresh the screen to see that a new source has been added.

## Attaching Non-FamilySearch Sources to Your Tree

Sources that are **not** found in FamilySearch can also be attached to the Family Tree.

There are many other sources that can be added to document your family history research. Examples include births, marriages, deaths, tombstone photos and inscriptions, family bibles, and other documents or items that are not available through FamilySearch or even online.

In general, a citation should include a path for someone to follow to examine that record to verify the information. URLs, titles, and citations may be copied and pasted if they are available for an online record. Several books list the proper way to cite almost any kind of source. One of these



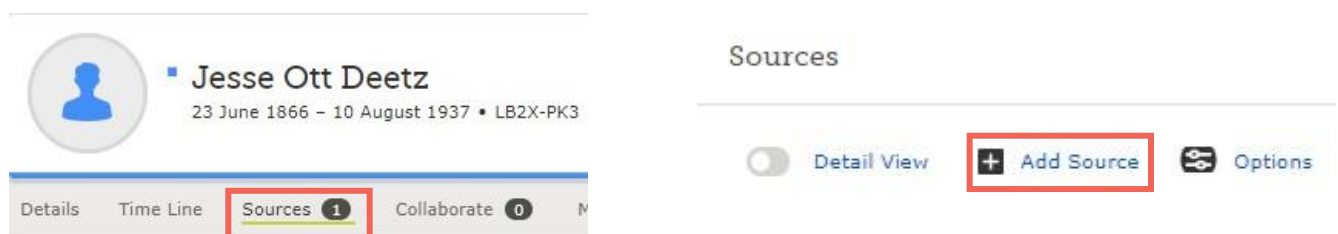
books is ***Evidence Explained*** by Elizabeth Shown Mills. These types of resources can help with creating a source citation.

If you have a hard copy document, photograph, or book rather than a digital record, the first step is to digitize the record. Obtain a crisp, undistorted, image using a scanner or phone camera. Crop, name, and save the digitized image on your computer/device.

Acceptable file criteria on FamilySearch includes:

- 15MB or smaller file size
- The following file formats are now accepted:  
.jpg, .tif, .bmp, .png, .pdf

1. Go to the individual to whom you are going to attach the source and click on the **Sources** tab. Then click on **Add Source**.



2. Fill in the fields describing the source:

Sources

Event Date ⓘ  Enter a date. Source Title (Required) ⓘ  Example: England, Death Certificate of Hugh S. Smith - (1832-1912)

Web Page (Link to the Record) ⓘ ☒ WEB PAGE URL ☐ ADD A MEMORY  Example: http://www.uk1841census.com/census\_online.htm

Where the Record Is Found (Citation) ⓘ  Example: UK Census, 1841, Arbroath, Perth, Scotland. Population schedule. Dwelling address. Federal archive. Digital Image

Describe the Record (Notes) ⓘ  Example: Hugh S. Smith Family Page 7, Lines 23-27. Arbroath, Scotland. UK Census 1841 Father: Robert Smith. Mother: Helen Strachen. Children: Hugh Sidney

Reason to Attach Source ⓘ  Explain why you are attaching this source.

Select the Information or Events in this Source

<input type="checkbox"/> Name	<input type="checkbox"/> Birth	<input type="checkbox"/> Death
<input type="checkbox"/> Sex	<input type="checkbox"/> Christening	<input type="checkbox"/> Burial

☒ Add Source to My Source Box

**Event Date** (add the year to sort sources chronologically).

**Source Title** (Enter a title you will recognize later, for example: "Utah Death Certificates, 1904-1956," Helen M. Richards (1909))

**Where the Record Is Found.** (This source citation is useful if the web page disappears. Include the date the website was accessed.)

**Description the Record and Reason to Attach Source**

3. Check the boxes that apply to **tag** the source. These will appear on the corresponding fields on the person details page and will help justify the accuracy of your information.

If you wish to add this source to your **Source Box**, check the box to do so. This is helpful if multiple people are noted in the record. You may attach the source to them from your **Source Box** later.

4. Depending on the source, you can link to an external website or add a copy of the image of the source to your gallery and to the source in Family Tree.

If you link to an external website, copy, and paste the URL into the box.

If you add a memory as a source, either upload the image or select an image from your gallery.

To upload the image, drag and drop the image into the memories on the person's page, or select **Choose Files** and locate the image wherever you have it stored. (This also puts the image in your Gallery.)

5. BE SURE TO CLICK **SAVE**.

Select the Information or Events in this Source

☐ Name ☐ Birth ☐ Death  
☐ Sex ☐ Christening ☐ Burial

☒ Add Source to My Source Box

Save Cancel

▼ Sources

Source Title (Required)  
Example: England, Death Certificate of Hugh S. Smith - (1832-1912)

Web Page (Link to the Record)

☒ WEB PAGE URL ☐ ADD A MEMORY

Example: [http://www.uk1841census.com/census\\_online.htm](http://www.uk1841census.com/census_online.htm)

▼ Sources

Source Title (Required)  
Example: England, Death Certificate of Hugh S. Smith - (1832-1912)

Web Page (Link to the Record)

☐ WEB PAGE URL ☒ ADD A MEMORY

Upload Memory Select from Gallery

## Uploading Memory Guidelines

**i** FamilySearch is a family-oriented site and is intended to be appropriate for all ages. All added memories are public. Review the [FamilySearch Submission Agreement and Upload Guidelines and Policies](#).

1. Please be sure you comply with the Submission Agreement and Upload Guidelines that appear when memories are added. Also comply with copyright law.
2. Uploaded images will initially show as being screened. Every image must be approved for appropriate content.
3. The image will remain in your gallery but will also be attached as part of a source for the individual.

## Sorting Sources

The screenshot shows the Ancestry.com profile for Earl Vaughan Cross (28 September 1889 – 19 September 1958 • K4KN-Q3N). The 'Sources' tab is active, displaying a list of sources. A red arrow points to the 'Options' button, which has opened a dropdown menu. The menu has two sections: 'Sort:' with 'Chronological Order' (checked) and 'Custom Order' (with a note '\*Supports Drag and Drop'); and 'Show:' with 'Unfinished Attachments' (checked). The source list includes:

Date	Title
1900	Earl V Cross, "United States Census, 1900"
1910	Earl V Cross, "United States Census, 1910"
1917	Earl Vaughn Cross, "United States World War I Draft Registration Cards, 1917-1918"
1920	Earl V Cross in household of Louis Geisler, "United States Census, 1920"

At the bottom, a message states: 'This source has not been attached to all people found in the record.' with links for 'Unfinished Attachments' and 'Dismiss'.

Sources can be sorted in chronological order or custom order by clicking the blue **Options** button.

**Show unfinished Attachments** shows other people mentioned in the record to whom the source has not been attached. They can be attached if desired.